



CITY OF BISHOP

WATER AND SEWER COMMISSION AGENDA

City Council Chambers – 301 West Line Street
Bishop, California 93514

Date: January 12, 2010
7:00 P.M.

NOTICE TO THE PUBLIC:

In compliance with the Americans with Disabilities Act, if you need Special assistance to participate in this meeting, please contact the City Clerk (760) 873-5863. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title II).

Any writing that is a public record that relates to an agenda item for open session distributed less than 72 hours prior to the meeting will be available for public inspection at City Hall, 377 West Line Street, Bishop, California, during normal business hours.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT: NOTICE TO THE PUBLIC: This time is set aside to receive public comment on matters not calendared on the agenda.

APPROVAL OF MINUTES

- (1) Minutes of the Water and Sewer Commission meeting held on November 10, 2009 subject for approval.

CORRESPONDENCE

NEW BUSINESS

- (2) Option to be charged by meter
- (3) Consequences for chronic water wasters
- (4) Residential shut-offs
- (5) Update to billing cycle and system

OLD BUSINESS

- (6) Council action on water and sewer rates
- (7) Cash balance and revenue & expenditures update on water and sewer reserves
- (8) Public Works reports for November

STAFF AND COMMISSION REPORTS

ADJOURNMENT: The next regularly scheduled meeting will be March 9, 2010 at 7:00 P.M. in the City Council Chambers, 301 West Line Street, Bishop.



CITY OF BISHOP

377 West Line Street - Bishop, California 93514
Post Office Box 1236 - Bishop, California 93515
760-873-8458 publicworks@ca-bishop.us
www.ca-bishop.us

Minutes

Water and Sewer Commission

November 10, 2009

Call To Order:

Chairman Cross called the meeting to order at 7:06 P.M.

Pledge of Allegiance:

The Pledge of Allegiance was led by Chairman Cross

Commissioners Present:

Cross, Bhakta, Mathieu and Underhill

Commissioners Absent:

Martin

Others Present:

Dave Grah, Public Works Director
Deston Dishion, Public Works Superintendent
Michele Thomas, Secretary

Public Comment:

None

(1) Approval of the Minutes:

Cross made a comment regarding the EDU factor to be increased from 0.25 to 0.48 for hotel rooms, not 0.4 as written in the minutes. Grah verified the correct number and Cross made a notation for the correction. Chairman Cross moved to approve the minutes of the September 8, 2009 meeting with the correction of 0.4 to 0.48 and motion carried.

New Business:

(2) Correspondence

Public Works received letters from two account holders. The first one commented on asking the City to install water meters. The second letter was in regards to the City of Bishop now charging storage unit accounts both water and sewer. The City previously charged these accounts water only. Grah explained that the account holder has been talking to City Council about this situation. At the 9 November study session, council did not give any direction on the matter.

Cross brought up a previous time the commission talked about properties whether they are vacant, undeveloped or not specifically using water or sewer. The recommendation from the commission was to charge the accounts for both water and sewer. Cross asked Grah if the City will be responding to the account holder regarding the outcome. Grah stated he would clarify with the council at the 23 November meeting, if a response should be addressed.

Old Business:

(3) Water and Sewer rate adjustment status

Cross stated he went to the City Council meeting on 21 September along with the majority of the other commissioners. Grah commented that the City sent out 1200 notices to residence and property owners. Grah also explained that the City Attorney's opinion is if the City Council wanted to institute rates that were less than what was in the notices, it would be ok. The rates in the notices create a ceiling. Grah is not sure if the council will lower the rates below what is in the notices. The City Council is preparing for the public hearing 14 December, and anticipates hearing from hotel owners.

Cross asked if there had been any public comment at the previous night's City Council meeting regarding the water and sewer rate adjustments. Grah stated that there had been none. City Hall has only received one written protest from the public at this time.

Grah stated that at the upcoming Public Hearing in December, EcoLogic will have a presentation. Grah feels it will be appropriate and important for the Commission to be present and give their recommendations. Cross said he would attend and give a presentation on the recommendation from the Water and Sewer Commission.

Grah added that there has been some concern with the charges to the gas stations. Gas stations that do not have public restrooms should be charged differently. City Council has shown interest in making changes to which gas stations will be charged the increased rates. Cross asked if the Commission should make a change to the recommended gas station island rate increase to include gas stations with public restrooms to Council. Grah feels gas island should be clarified to be gas station island with public restroom available rather than changing the fee structure overall. The Commission should include this in their recommendation to the City Council at the public hearing.

(4) Meter Readings

Deston Dishion went over the meter readings for all accounts a water meter is installed. Cross asked if there has been a drop off in usage due to weather changing. Dishion stated that most accounts did begin dropping. The only account that did have a drop in September but then an increase in October was Kmart. Water usage had been about 2.5 million gallons per day and is decreasing to about 1.1. Residents are starting to turn off their irrigation systems. Grah asked how long Field 4, City of Bishop Parks, has been on the meter reading log. Dishion commented it has been listed for four months. Their usage is very high due to irrigation for the ball field at over 20,000 gallons a day. Dishion explained that both Grah and he had spoken to Keith

Caldwell, Community Services Director, regarding the high water usage. The City is looking into putting a meter at each of the ball fields at the park to monitor usage. The meters are for city use only but provide interesting information on usage for various accounts.

(5) Cash Balance and Revenue and Expenditures Update On Water and Sewer Reserves

Reports for water and sewer reserves for September and October were reviewed. Grah pointed out the sewer cash balance is slightly higher than a year ago, mostly because the delay of the Project A road improvement project and its related sewer improvement. The water balance is lower than it was a year ago. This is reflected by the work the City did on South Second Street and Grove Street. Over 3,100 feet of water line has been replaced. The City is looking forward to a road construction project this spring on Hanby, with replacing the water line. Replacing the water line on May Street and adding new hydrants. And also, closing the connection between Hanby and East Yaney along the east side of the park.

(6) Public Works Reports

Deston Dishion highlighted the reports for September and October. Dishion talked about Aquatic Inspections who had cleaned and inspected our 1 million gallon water storage tank in September. Grah included that in the report, the tank should be drained and the bottom recoated sometime within 5 years. We had an emergency repair to the Well 4 pump motor controls that had burned up. With Well 4 down for awhile, Well 1 had to be run with no problems reported.

For October, Dishion commented on the replacement of a 2 inch steel water main on Schley Street that was approved from City Council to go out to bid for materials and proposals for a backhoe operator and have our crew do the labor. This will save the City money. Rollins Electric constructed an emergency power connection at Well 4 to make it compatible with our emergency generator. We have started the process to hire a contractor to design and build a SCADA system for the City's water system. We have received 3 proposals and will be interviewing next week. The project has been budgeted at \$100,000 and the proposals all came in at over \$160,000. We have asked the companies to bring information to the interview on how we can reduce our cost.

Staff and Commission Reports:

Grah would like to have feed back from the Commission about making adjustments to the City Municipal Code. One is to allow a meter option. If a property owner would prefer a meter to be installed on their property and then be charged by the meter. Next would be to figure out a way to stop the water wasters within City limits with fines or some other way. Thirdly, would be to update the code for turning off delinquent residential accounts. At this time, the code states commercial accounts shall be turned off but is silent on residential accounts. City Council is interested in making this available. Other agencies and cities within California turn off residential and we seem to be the only city not doing this. At this time City of Bishop places liens on delinquent residential properties. Cross expressed that the Town of Mammoth does turn off delinquent water accounts. There is a process they go through with notices to the owners and

the renters. Cross asked to have these three questions on the agenda for the next water sewer meeting in January.

Grah said it appears some at the Eastern Sierra Community Services District may have been taking an adversarial position with the City recently. Some with the district appeared to have made allegations about improper handling of a range of Public Works-related activities, including the City's operation of the sewer system and treatment plan. The City is confident it is doing the right thing but is concerned about damage the unfounded allegations may have caused to its reputation. There is talk about an upcoming joint meeting between the City Council and the District Board to discuss the issues. Grah feels the Commission should be aware of the problems and it would be appropriate to have members of the Commission present.

The relationship with ESCSD and the Bishop Piute Tribe may be improving and it appears they are in the process of making arrangements for the Tribe to pay for improvements at the District plant as opposed to making a connection between the two systems as has recently been studied by R. O. Anderson. The City has been planning on using the excess plant capacity we have, but it looks like ESCSD may be taking a different direction. The connection project we were working on may now be mute.

Items to Be Discussed at the Meeting of January 12, 2010:

- Meter installation option
- Fines to water wasters
- Residential shut-offs
- Meter Readings
- Cash balance and revenue and expenditures update on water and sewer reserves

Chairman Cross adjourned the meeting at 7:57 P.M. The next regularly scheduled meeting will be Tuesday, January 12, 2010 at 7:00 P.M. in the City Council Chambers.

Forrest Cross, Chairman

Michele Thomas, Secretary



CITY OF BISHOP

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16 December 2009

Janna VanNest
2346 Cheyenne Drive
Bishop, California 93514

Janna:

First, let me apologize for the long delay responding to your 19 October letter concerning sewer charges for your storage shed properties.

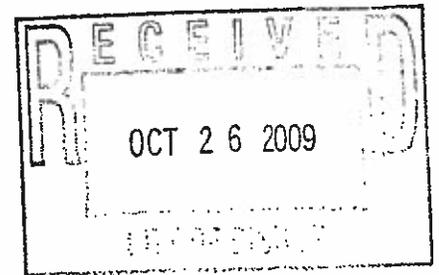
We try to continuously review how our charges to customers are determined and we make adjustments as soon as we identify issues. Several months ago we determined that not charging most storage sheds for sewer service was inconsistent with how other customers, including vacant properties, were charged. As a result, several storage shed customers, including you, started being charged the minimum charge for sewer, \$20 per month.

Most of the costs related to water and sewer service are "opportunity costs". These costs are the costs for making the water and sewer service available to a property, regardless whether it is used or not. These costs can also reflect the value added to a property by having water and sewer service available to that property, again, whether or not it is used by the current development of that property. Opportunity costs plus usage costs make up total monthly water and sewer costs. Unfortunately, in our flat rate system, there are no separate usage costs, so all customers are charged the same amount regardless of use. In addition, we have no connection fees that would allow a customer to disconnect from the system and reconnect later for a fee.

The city is beginning to consider the option of including a usage and connection charges in its fees, the reasons for this include those you included in your letter. Unfortunately, until those options are put in place, it is inappropriate to excuse storage sheds from sewer fees even though they may not currently use their connection to the city sewer system.

Sincerely,

David Grah
Director of Public Works



October 19, 2009

City of Bishop
Public Works
P.O. Box 1236
Bishop, Ca 93514

Brian and Janna VanNest
2346 Cheyenne Drive
Bishop, Ca 93514

RICK

Attn: David Grah

In response to previous telephone conversations with you and Susan Cullen I am writing the City of Bishop to dismiss the current sewer charges of \$52.00 per month on the property located at 437 N Warren and 217 Pine Street.

I understand that the city wishes to keep revenue in their pockets but realistically this charge seems unnecessary. The highest and best use of the property is what it is now, which is storage units. No sewer will be needed now or in the life expectancy of the storage units.

I do understand that if for some reason it is destroyed that it can be replaced with commercial use. My suggestion would be that if in the event of a future use that would need sewer connection that the person buying the property would pay for this reconnection or service.

Thank you for your time in this matter.

Sincerely

A handwritten signature in cursive script that reads "Janna VanNest".

Janna VanNest



To: Bishop Water and Sewer Commissioners
From: David Grah, Director of Public Works
Subject: Proposal to Allow for Charges Based on Water Meters
Date: 5 January 2009

General:

It is proposed to add the option to charge by water meters to the Bishop Municipal Code.

Background:

The benefits of charging by water meters or, more specifically, allowing the option to be charged by meter, is becoming more widely recognized in Bishop. Currently, and although not specifically prohibited, the existing Municipal Code language is not well suited for the use of meters:

Existing

13.04.070 Charges for operation, maintenance, repair, replacement and improvement of water facilities.

There is hereby imposed a charge upon all users of the city water facilities for operation, maintenance, repair, replacement and improvement of those water facilities. The rates of charge for specific uses and users shall be set by resolution. No charge shall be imposed upon use of water itself.

(Ord. 508 §1(part), 2004)

The Equivalent Dwelling Unit (EDU) factors currently used by the city to base water fees provide some equity by attempting to charge different users of water differently roughly based on their use. Equity is better provided and water conservation is encouraged through charging for water based on meter readings. Water conservation reduces the cost for all users. There is substantial opportunity for cost savings through water conservation in the City of Bishop. In addition, several requests for meters have been received.

Proposal:

To more clearly allow for meters, it is proposed to modify the Municipal Code:

Proposed

13.04.070 Water Charges.

There is hereby imposed a charge upon all users of the city water facilities for the provision of water and for the operation, maintenance, repair, replacement and improvement of those water facilities. The rates of charge for specific uses and users shall be set by resolution and may,

when requested in writing and when determined by the Director of Public Works to be in the best interest of the City, be based wholly or in part by usage.

It is important to note that even if this change were made to the Municipal Code, the city's current billing system does not allow for charging by meter. An upgrade to the billing system is under consideration and the ability to charge based on a meter is a likely part of that upgrade.

Although at least a portion of some user category's sewer charges could be based on water usage, but at this time it might be more prudent to keep sewer charges as flat rate while making appropriate adjustments to sewer EDU factors based on observed water use and the likely impact on that water usage on related sewer costs.

Recommendation:

It is recommended the Water and Sewer Commission consider the concept of clarifying the Municipal Code to more clearly allow for water charges based on water use. If appropriate, the Commission should make a recommendation on the subject to City Council.



To: Bishop Water and Sewer Commissioners
From: David Grah, Director of Public Works
Subject: Proposal for Water and Sewer Charges to Vacant Properties
Date: 8 November 2006

General:

The City of Bishop Department of Public Works receives requests from owners of vacant properties to not charge those properties for water and sewer. At its September 2006 meeting the Bishop Water and Sewer Commission directed staff to develop a proposal to respond to these requests.

Background:

This was the topic of my 8 September 2006 memo to the Bishop Water and Sewer Commissioners. That memo outlined some of the issues involved, presented arguments heard concerning those issues, and presented related discussion topics to the Commission. Discussion at the September Water and Sewer Commission meeting resulted in direction to staff to develop a proposal to allow reduced and use-based charges for vacant properties.

See my 8 September memo for more background. It is available on the City website through the Bishop Public Works page.

Potential Proposal:

Requests for reduced rates for vacant properties could be granted if the owner, or requesting party, agrees to install (at their cost) a water meter. Once a water meter is in place, the property would be charged reduced water and sewer rates. I will use the term "base rates" for these reduced rates. The base rates would be set at a level that approximate the portion of the full rates that are devoted to system costs and would exclude usage costs. An example of a usage cost is the electrical cost to pump water out of a well. In the event the meter reading showed water was used, a usage charge would be added to the base rates both water and sewer. This added usage charge would be proportional to water usage and be calculated based on a reasonable average water consumption. The usage component would be set so that if that reasonable average amount of water was consumed between meter readings, the base rate plus the usage component would equal the full rates that would be charged to the property (at least in the case of a single family residence unit equivalent or SFRUE). To reduce the cost of reading meters, especially for vacant properties that would use little or no water, meters would be read quarterly.

Example Rates:

To provide an example of base and usage rates, elements of the Bishop 2006/2007 water and sewer budgets were categorized as being related to system costs, to usage costs, or to neither. The system costs, on which base rates would follow, and usage costs were totaled and the percentage of that total was calculated for water and for sewer.

Using this method, water was calculated to be 84% base and 16% usage. Using a \$30 per month rate those percentages equate to about \$25 base and \$5 usage for a SFRUE for water. Sewer was calculated to be 94% base and 6% usage. Using a \$17 per month rate those percentages equate to about \$16 base and \$1 usage for a SFRUE for sewer. The spreadsheets used to make these calculations are attached.

The higher usage percentage for water compared to sewer reflects the larger portion of the total water budget that is spent on pumping. The water budget pays to pump water out of the ground and through the distribution system whereas sewer flows largely flow by gravity through the system and treatment plant.

If meter reading shows that no water is used, water and sewer charges would be \$25 and \$16 respectively. If the property used a reasonable average, say calculated as 185 gallons per person per day and 2 people for each SFRUE or about 11,000 gallons per month, the charges would match standard SFRUE rates, \$30 water and \$17 sewer. If the property used twice a reasonable average of water in a month, say 22,000 gallons, water and sewer charges would be \$35 and \$18 (the base rates plus twice the usage portions of the standard rates).

Discussion:

Although this approach and calculations described here are a rough first look, the general approach seems entirely workable. On the other hand, the small portion of the standard rates calculated to be related to usage would make it very hard for a water and sewer customer to justify the cost to install water meter. Although there are benefits to the City of installing water meters, expenditures for the City to install meters for properties requesting reduced rates would need to be prioritized against other work and would probably not fare well.

Unless the portion of the standard rates attributable to usage can be calculated higher, it is unlikely the approach described here would be desirable to owners or ratepayers of vacant property.

Recommendation:

I recommend that those requesting reduced or eliminated water and sewer charges for vacant properties in the future, be asked if they are interested in the potential proposal presented here. If sufficient interest is found, the calculation methods could be refined and an ordinance prepared for consideration by the City Council. Without this interest, I do not suggest further action.



To: Bishop Water and Sewer Commissioners
From: David Grah, Director of Public Works
Subject: Consequences for Chronic Water Wasters
Date: 5 January 2009

General:

It is possible to provide additional consequences for customers that chronically waste water.

Background:

In a flat rate system such as the City of Bishop's, wasted water increases the cost of water to all users of the system. If water wasting can be reduced, the cost of water to all customers can be less.

Presumably for this reason, the Bishop Municipal Code prohibits the wasting of water. Each year, 5 to 10 letters are sent to customers who are observed wasting a significant amount of water. The customers wasting water are identified through citizen complaints and through staff observations. It is unknown what percentage of the customers that actually waste water are identified and receive the letters. Many of the letters go to the same people each year. A reason a person may receive a letter year after year could be there are no consequences for wasting water except for the slight irritation of receiving a letter. The Commission regularly receives copies of the letters sent to water wasters.

The Municipal Code says: *13.04.050 Wasting water prohibited. No person shall permit the unnecessary waste of water or permit the same to run unnecessarily on any public street or alley or vacant lot. (Ord. 508 §1(part), 2004)*

The most effective consequences to consider in any effort to deter water wasting are probably financial. Financial consequences could be levied after a series of letters to a water waster. The first letter could be very similar to the letters now issued to water wasters except that a compliance date would be given. If water wasting was observed after the compliance date, a second letter would be sent indicating there would be financial consequences if water wasting is observed after a second and later date. If wasting was observed after that second date, the financial consequences would be put in place.

Financial consequences could include fines or other charges. One potentially useful other charge could be a charge to install a water meter and then convert the associated account to a meter-based charge, assuming that meter-based charges become available. Not only would this approach provide a financial consequence, an incentive would be provided to reduce water usage in the long term.

When considering implementing financial consequences for chronic water wasters, it can be anticipated that many customers would react negatively in a strong way to any sort of fines related to water use. In addition, there is low confidence that wasters of water can be fairly identified and monitored. Finally, it is not clear the problem of water wasting justifies implementation of fines or other charges.

Other similar water agencies have not yet been polled on if and how they motivate chronic water wasters to reduce water use.

Recommendation:

It is recommended the Water and Sewer Commission consider the concept of implementing financial or other consequences for chronic water wasters. It is recommended Public Works staff poll other water agencies to see how they handle water wasters and bring that information to a later Commission meeting.



To: Bishop Water and Sewer Commissioners
From: David Grah, Director of Public Works
Subject: Proposal for Shutoff of Delinquent Residential Water Accounts
Date: 5 January 2009

General:

It is proposed to add the shut off of water to residential accounts to the Bishop Municipal Code.

Background:

Currently water is shut off to delinquent commercial accounts in the City of Bishop. This is explicitly provided for in the Bishop Municipal Code:

Existing

13.04.095 Commercial or other non-residential user shut-off.

In addition to any other remedy allowed to city, where a commercial or other non-residential user has not paid any billing of the city for water services within sixty days after that bill is tendered the city after ten days prior written mailed notice, shall have the right to immediately shut-off delivery of water to such commercial user. Nothing herein shall limit the right of the city to shut-off delinquent commercial or other non-commercial users. The city will restore service after the account is paid in full plus the actual cost to shut-off and restore the water service. (Ord. 509 §1(part), 2004; Ord. 508 §1(part), 2004)

Water is shut off to about 3 delinquent commercial accounts in the City of Bishop each year. Payment is always immediate upon shut off.

Until a year or so ago, the holders of delinquent residential accounts were taken to small claims court for payment. In the last year or so, instead of small claims court, liens were placed against the properties of delinquent residential accounts. Both these methods are time consuming for staff involved in billing and not effective in collecting money owed in a timely way, especially in the case of small claims.

Several other service providers in the area or serving similar communities were queried about their practices involving service shut off to residential customers. All providers shut off service to residential customers after providing notice of impending shut off. They indicate the payment response is excellent. See attached Utility Shutoffs summary sheet.

The number of delinquent residential accounts in the City of Bishop varies but there are typically about 10 residential accounts that, if they were commercial accounts, would be subject to shut off. The maximum owed on one account is usually up to about \$5,000 and the total owed is

usually about \$10,000. Currently about \$1,000 is spent each year on placing and releasing liens on delinquent residential properties.

Proposal:

To improve payment compliance and reduce staff costs, it is proposed to modify the Municipal Code to explicitly provide for shut off of all delinquent accounts:

Proposed

13.04.095 Water shut-off to delinquent customers.

In addition to any other remedy allowed to city, where a user has not paid any billing of the city for water services within sixty days after that bill is tendered the city after ten days prior written mailed notice, shall have the right to immediately shut-off delivery of water to such user.

Nothing herein shall limit the right of the city to shut-off delinquent users. The city will restore service after the account is paid in full plus applicable fees and charges.

In addition to the mailed 10-day notice, the practice of placing a notice on the front door of the delinquent property 48 hours before the shut off would be followed but not put in the code.

Recommendation:

It is recommended the Water and Sewer Commission consider the concept of shutting water off to delinquent residential accounts and consider the concept of clarifying the Municipal Code more clearly allow for this shut off. If appropriate, the Commission should make a recommendation on the subject to City Council.

Utility Shutoffs

DWP

Power – Customers are billed bi-monthly. After 60 days of no payment their power is shutoff

Water – Customers are sent a late notice. If no payment is received, the customer is sent a shutoff notice with 7 days to pay. If no payment is received, a 48 hour shutoff notice is hung on the property door. Water is shutoff if no payment is received.

Mammoth

Water – Late letter at 60 days past due. The customer has 15 days to pay. If no payment is received after 13 days from late notice, a 48 hour shutoff notice is hung on property. There is a \$75 reconnect fee plus penalties (10% one time for late payment and 1% after). Customer must pay with cash or cashier check. During winter months, Mammoth will lien properties they do not have access to the shutoff valve and will then turn off water when the snow melts.

SCE

Power – Bill is due within 19 days of receiving it. If no payment is received, an overdue notice is sent out with an up to 50 days due date. 7 days prior to the previous due date another notice will be sent out with the same due date. If no payment is received, the power is shutoff.

Mt. Shasta

No Meters, bills are sent at beginning of month for that month. After 45 days, bill is past due. Customer is sent a late notice and if not brought current, a door hanger is put on property with a 48 hour notice of water shut off. There is a \$25 fee if a door hanger is done whether or not the water is shut off. If no payment is then made, turned over to collections. At the beginning of new service, customer must pay a deposit and give SS#.

Brisbane

Billing done every other month for past 2 months of service read from a meter. Customer has a minimum of 35-40 days to pay. If not paid on time, a late notice is sent with an additional \$5 penalty and they have 5 business days to pay. If not paid after 5 days, a 72 hour letter is sent and a door hanger is put into place and a \$40 fee is added. Account must be brought current to have water turned back on. The connect fee is \$39 during business hours and \$100 for after hours. Deposit is taken at beginning of new service but no SS#. Closed accounts with a balance are turned over to a collection agency with name address and phone number.



To: Bishop Water and Sewer Commissioners
From: David Grah, Director of Public Works
Subject: Municipal Code Update for Water and Sewer Billing
Date: 5 January 2010

General:

Public Works proposes to update the City of Bishop Municipal Code related to water and sewer billing. This change clarifies and simplifies the code.

Background:

Recently, issues may have been identified with how penalties are being calculated for delinquent water and sewer bills. To properly address the issues, the whole water and sewer billing framework was reviewed.

The California Health and Safety Code 5473.10 provides limits for non-payment penalties for water and sewer charges levied by cities such as the City of Bishop. City of Bishop Municipal Code 13.04.090 and 13.08.060 provide for the billing and collection of water and sewer charges, respectively, for Bishop. Bills sent to water and sewer customers in the City of Bishop include text that outlines charges, billing, and penalties. The billing system includes programming to calculate penalties. Consistency between these documents and with the programming needs to be improved.

The Health and Safety Code says the city can provide for a basic penalty of 10 percent plus an additional penalty of 1.5 percent per month.

The Municipal Code says users shall be billed monthly in advance and shall pay the bills before the 15th day of the month. The Municipal Code says penalties shall be added to delinquent bills on the 20th day of the following month and penalties are 10 percent plus 1.5 percent per month.

Currently, the programming of the billing system applies the 10 percent penalty only to the new regular fees that are late and applies the 1.5 percent penalty to some part of the sum that is outstanding.

Text printed on the water and sewer bills says users are billed monthly in advance and shall pay the bills before the 15th day of the month. The bills say penalties are added to bills delinquent on the 20th day of the following month and penalties are 10 percent plus 1.5 percent per month. The wording of the text on the bills seems to suggest the penalties are calculated and applied to the whole amount owed.

Proposal:

To simplify and clarify the billing and penalty process, Bishop water and sewer users would be billed monthly at the end of each month. Users would have until the time the next bills are printed to pay their bill in full. The amount of the bill would consist of the past due balance, plus 1.5 percent of the past due balance, plus the new regular monthly fees. Bills would be mailed before the 5th of the following month. The 10 percent penalty would be dropped even though it is allowed in state law.

To implement this proposal the following changes, shown in red, are proposed to the Bishop Municipal Code:

13.04.090 /13.08.060 Payment of charges.

A. Fees shall be set by resolution.

B. Bills shall be delivered to each user of city facilities at the end of each month.

~~A. The amount of each bill shall consist of the fees for that month plus the amount owed from previous bills plus 1.5 percent of the amount owed from previous bills. Bills for monthly periods in advance shall be mailed or delivered to each user of city water / sewer facilities which are subject to the charges as set by resolution. Each such monthly bill shall be paid in advance on or before the fifteenth day of the monthly period for which it is tendered.~~

~~B. Any and every bill not paid within twenty days from the last day of the month in which it is tendered shall thereupon be and become delinquent whereupon ten percent of the amount of the bill shall be added thereto as penalty for delinquency. On the twentieth day of each monthly period thereafter that the same bill remains unpaid, there shall be added thereto an additional one and one half percent of the original amount of the bill as additional penalty or penalties for delinquency.~~

~~C. Any user being connected for the first time or being reconnected to the water / sewer facilities of the city shall be charged in advance for the water / sewer services for or during the monthly period during which such connection is made.~~

~~D. There shall be no refund, rebate, reduction or allowance in the fees and charges against any premises for to any user any monthly period because of the destruction, demolition, or removal, or vacancy of the building or premises, the disconnection from the water / sewer system city facilities during such period or for the nonuse of the water / sewer system city facilities.~~

~~E. Any owner-user wishing to make payments as delineated in this section on a fiscal year basis rather than a monthly basis shall be allowed a five percent credit for such advance payment as a result of savings in billing, collecting and bookkeeping resulting from annual rather than monthly payments provided payment is received by the city not later than July 20th August 1st of each year.~~

The proposed code changes have been submitted to Peter Tracy for review but his comments have not been received yet.

Depending on how it is done, the switch from billing in advance to billing after could amount to billing twice for the month when the switch was made. If this is considered to be the case and if this is considered to be a problem, a solution could be to waive the fees for the month when the switch is made. If the switch was made in July 2010, this could help reduce the impact of the rate increase scheduled to go in place then. The loss in revenue for one month amounts to about \$100,000 water and about \$75,000 sewer with the new rates. Another option is to define fees and charges as based on the prior month.

Recommendation:

Implement proposed changes to Bishop Municipal Code in time for July 2010 and consider waiving fees for July 2010.

CITY OF BISHOP
CITY COUNCIL MINUTES
December 14, 2009

PUBLIC HEARING
Proposition 218 Hearing for
Schedule for Water and
Sewer Rate Increases
(7)
Motion/Cullen

The Mayor opened the Proposition 218 hearing relating to the schedule to increase water and sewer rates over the next five years as recommended by the consultant, Ecologic Engineers and the Water and Sewer Commission.

The City Administrator announced that all protests against the fee increases must be submitted in writing and received by the clerk prior to the end of the public hearing.

Dave Grah, Public Works Director, introduced the members of the Water and Sewer Commission and the Ecologic consultant, Georgette Aronow. Mr. Grah stated a great deal of effort by the consultants and Commission has gone into evaluating the costs of providing these essential services to the City which are also important for the health and safety of the community. Grah reviewed the process for the required rate study and Water and Sewer Commission review and recommended modifications. When the refinements were completed the document was presented to the City Council in September.

Ms. Aronow of Ecologic reported on the water and sewer rate study objectives, rate study steps, projected costs and expenses for both funds. She presented the summary of the rates.

It was reported that the public notice prepared by Ecologic mailed to customers did not comply with the Water and Sewer Commission recommendation. The rates in the notice had increases for fiscal year 2009-2010 which cannot be implemented. Increases in the rates if approved will be initiated for the four fiscal years of 2010-2011 through 2013-2014.

The consultant reported that in order to keep up with the cost of providing sewer services two types of businesses will be impacted with higher rates, hotel room and gas stations.

Public Works Director Grah reported that 1239 notices were mailed out to 1187 parcels and in order to prevent the rate increases from going into effect, over fifty percent of the customers, 594, must submit written protests.

In response to questions from the Council the Director stated that if the rates were not increased, water improvements would have to be held back and there is not enough money in the sewer fund for any needed work. The department is constantly seeking grant funding for projects but to qualify for funding if a city's rates do not keep up with the cost of providing the services.

David Bhakta, owner of the Holiday Inn Express, stated he is not against a raise in rates but spoke in opposition to the methods used for the rate increases for hotel rooms and hotels and gas stations being singled out instead of across the board increases. Mr. Bhakta stated that Bishop's numbers should be used to set the Equivalent Dwelling Unit (EDU) factors in any rate study. He also stated there should be consideration for energy efficiency efforts and should not be based on 100% occupancy.

In response Clarence Martin, Vice Chairman of the Water and Sewer Commission, stated that metering is the only alternative to using EDU factors and should be a consideration in the future to make it equitable for all customers.

Gary Colbert, apartment owner, and Noe Gadea, business owner, both spoke in opposition to the rate increases.

Mayor Cullen made a motion to close the public hearing. It was announced that the time to submit protests had expired.

RECESS

The Mayor called a short recess to allow staff to count the written protests received in opposition to the water and sewer rate increases.

RECONVENE TO OPEN SESSION

The Mayor called the meeting back to order with all five Council members present.

WATER AND SEWER RATES ADOPTION (12) Motion/Cullen

Staff announced that 33 written protests were received with 594 required to prevent adoption of rate increases. The City Council may take action as it deems appropriate.

The Ecologic consultant, Ms. Aronow, responded to Mr. Bhakta's comments and reported that information used to determine Equivalent Dwelling Unit factors are industry averages and do not reflect specific cities and do not address occupancy issues for hotels. She commented that without metered data there is no way to have specific data to the City, specific users or energy efficiency efforts. In absence of that data the industry averages are used and the EDU factor allowed for the lack of full occupancy and is significantly less than a single family residence (SFR).

Discussion was held on the possibility of metering businesses over the next few years to obtain industry information for the next rate study. Mr. Grah reported that it would take at least two years of data to get enough information to be applicable.

Director Grah stated the City has over 16 miles of sewer line that is over 100 years old and root intrusion has occurred. The sewer fund is low and the rate increases are needed to be able to make

improvements to the system.

It was the consensus of the Council that the water and sewer systems need to be improved and maintained

A motion was made by Mayor Cullen to adopt the water and sewer rates as presented for fiscal years 2010-2011 through 2013-2014:

	Water Fee	Sewer Fee	Total
2010-2011	\$32.00	\$24.44	\$56.44
2011-2012	\$32.00	\$25.96	\$57.96
2012-2013	\$32.00	\$27.58	\$59.58
2013-2014	\$34.00	\$29.30	\$63.30

The motion passed on the following roll call vote: Ayes: Cullen, Dishion, Stottlemyre, Smith, Griffiths.

WATER

<u>DATE:</u>	<u>BEGINNING BALANCE:</u>	<u>EXPENDITURES:</u>	<u>RECEIPTS:</u>	<u>ENDING BALANCE:</u>
OCTOBER	\$1,538,475.92	\$73,383.71	\$80,031.91	\$1,545,124.12
NOVEMBER	\$1,530,124.12	\$64,030.67	\$77,732.81	\$1,543,826.26
DECEMBER	\$1,543,826.26	\$54,511.06	\$77,541.98	\$1,566,857.18
JANUARY	\$1,566,857.18	\$68,933.30	\$85,636.39	\$1,583,560.27
FEBRUARY	\$1,583,560.27	\$67,580.48	\$63,859.28	\$1,579,839.07
MARCH	\$1,579,839.07	\$121,795.34	\$92,828.38	\$1,550,872.11
APRIL	\$1,550,872.11	\$85,359.03	\$69,390.77	\$1,534,903.85
MAY	\$1,534,903.85	\$98,147.25	\$73,561.49	\$1,475,880.59
JUNE	\$1,475,880.59	\$202,629.74	\$70,119.82	\$1,343,370.67
JULY	\$1,343,370.67	\$68,116.73	\$382,941.13	\$1,658,195.07
AUGUST	\$1,658,195.07	\$309,858.93	\$73,327.04	\$1,421,560.78
SEPTEMBER	\$1,421,560.78	\$88,906.55	\$73,056.09	\$1,405,519.31
OCTOBER	\$1,405,519.31	\$75,894.71	\$69,978.46	\$1,399,618.06
NOVEMBER	\$1,399,618.06	\$41,656.59	\$70,298.93	\$1,428,260.40
DECEMBER	\$1,428,260.40	\$52,981.92	\$70,472.64	\$1,445,751.12
JANUARY	\$1,445,751.12			
FEBRUARY	\$0.00			
MARCH	\$0.00			
APRIL	\$0.00			
MAY	\$0.00			
JUNE	\$0.00			
JULY	\$0.00			
AUGUST	\$0.00			
SEPTEMBER	\$0.00			
OCTOBER	\$0.00			
NOVEMBER	\$0.00			
DECEMBER	\$0.00			

CITY OF BISHOP WATER SEWER CASH BALANCES

SEWER

<u>DATE:</u>	<u>BEGINNING BALANCE:</u>	<u>EXPENDITURES:</u>	<u>RECEIPTS:</u>	<u>ENDING BALANCE:</u>
OCTOBER	\$639,622.63	\$59,634.17	\$51,429.93	\$631,418.39
NOVEMBER	\$616,418.39	\$63,997.86	\$46,554.76	\$598,975.29
DECEMBER	\$598,975.29	\$63,191.51	\$51,748.63	\$587,532.41
JANUARY	\$587,532.41	\$74,181.27	\$46,559.92	\$559,911.06
FEBRUARY	\$559,911.06	\$75,535.10	\$52,487.46	\$536,863.42
MARCH	\$536,863.42	\$81,192.38	\$56,422.91	\$512,093.95
APRIL	\$512,093.95	\$52,202.51	\$56,449.60	\$516,341.04
MAY	\$516,341.04	\$60,764.11	\$46,809.74	\$492,115.27
JUNE	\$492,115.27	\$44,083.86	\$43,349.89	\$491,381.30
JULY	\$491,381.30	\$57,259.54	\$237,312.59	\$671,434.35
AUGUST	\$671,434.35	\$62,801.52	\$47,834.64	\$656,403.47
SEPTEMBER	\$656,403.47	\$60,202.48	\$51,526.76	\$647,608.36
OCTOBER	\$647,608.36	\$58,685.35	\$44,922.57	\$633,845.58
NOVEMBER	\$633,845.58	\$44,869.38	\$43,820.81	\$632,797.01
DECEMBER	\$632,797.01	\$69,848.89	\$47,014.53	\$609,962.65
JANUARY	\$609,962.65			
FEBRUARY	\$0.00			
MARCH	\$0.00			
APRIL	\$0.00			
MAY	\$0.00			
JUNE	\$0.00			
JULY	\$0.00			
AUGUST	\$0.00			
SEPTEMBER	\$0.00			
OCTOBER	\$0.00			
NOVEMBER	\$0.00			
DECEMBER	\$0.00			

CITY OF BISHOP
PUBLIC BUDGET ACCOUNTING
BREAKDOWN OF TOTAL CASH BALANCES
FOR THE MONTH OF NOVEMBER

	BEGINNING BALANCE	EXPENDITURES	RECEIPTS	TRANSFERS DEBITS-CREDITS	ENDING BALANCE
001 - GENERAL FUND	3,016,085.93	439,322.96	461,877.50	664.41-	3,037,976.06
002 - SEWER FUND	633,845.58	44,869.38	43,820.81	.00	632,797.01
003 - GAS TAX	36,109.03	6,522.04	.00	.00	29,586.99
004 - WATER FUND	1,399,618.06	41,656.59	70,298.93	.00	1,428,260.40
007 - LOCAL TRANSPORTATION	.00	.00	.00	.00	.00
008 - BOND AND TRUST FUND	1,797.98-	.00	.00	.00	1,797.98-
009 - TRAFFIC SAFETY	872.60-	616.19	35.46	.00	1,453.31-
010 - TUT MEASURE A	169,878.39	11,220.38	98,422.18	.00	257,080.19
012 - SUNRISE MHP	189,435.89	4,365.28	7,833.00	.00	192,903.61
013 - GENERAL FIXED ASSETS	.00	.00	.00	.00	.00
014 - REDEVELOPMENT FUND	535.05-	220.00	.00	.00	755.05-
015 - WATER IMPROVEMENT	.00	.00	.00	.00	.00
017 - GENERAL LONG TERM DEBT	.00	.00	.00	.00	.00
018 - STORE FRONT GRANT	.00	.00	.00	.00	.00
019 - DEFERRED COMPENSATION	.00	.00	.00	.00	.00
020 - DARE PROGRAM	.00	.00	.00	.00	.00
021 - CANINE DONATION	23,560.83	.00	.00	.00	23,560.83
022 - SPRUCE STREET EXTENSION	.00	.00	.00	.00	.00
024 - WYE ROAD H.E.S PROJECT	.00	.00	.00	.00	.00
026 - PIONEER LANE PROJECT	.00	.00	.00	.00	.00
027 - PARK AVE PROJECT	.00	.00	.00	.00	.00
028 - WYE ROAD PROJECT	.00	.00	.00	.00	.00
029 - HOME STREET PROJECT	.00	.00	.00	.00	.00
032 - CLEEPS/ENF&EQIP PRGRM	.00	.00	.00	.00	.00
033 - COPS	38,227.59	6,233.64	.00	.00	31,993.95
034 - SAFE ROUTE TO SCHOOLS	.00	.00	.00	.00	.00

CITY OF BISHOP
PUBLIC BUDGET ACCOUNTING
BREAKDOWN OF TOTAL CASH BALANCES
FOR THE MONTH OF NOVEMBER

	BEGINNING BALANCE	EXPENDITURES	RECEIPTS	TRANSFERS DEBITS-CREDITS	ENDING BALANCE
035- MAC IVER ST EXT/STIP&TE	44,128.91-	.00	.00	.00	44,128.91-
036- HWY 6 & WYE RD	894,865.76	8,464.14	.00	.00	886,401.62
037- HOME FUNDS/WILLOW ST	.00	.00	.00	.00	.00
038- MACIVR/IMACA CDBG-1951	.00	.00	.00	.00	.00
039- GIS/GRANTS	5,020.82	.00	.00	.00	5,020.82
040- PVMNT HGNT PLAN PHASE	.00	.00	.00	.00	.00
041- PAVEMNT MNGMT PLAN 2	.00	.00	.00	.00	.00
042- FED GRANT/B06SP/CA0082	50,267.39	1,665.50	.00	.00	48,601.89
043- ROAD PROJECT A	32,694.16-	.00	.00	.00	32,694.16-
046- SNEEDEN IMPROVEMENTS	15,905.61-	.00	.00	.00	15,905.61-
047- SOUTH SECOND IMPROV	50,354.54-	.00	.00	.00	50,354.54-
048- N WARREN IMPROVEMENTS	.00	.00	.00	.00	.00
049- W. PINE IMPROVEMENTS	18,532.91-	.44	.00	.00	18,532.75-
050- BUS PULLOUTS	4,984.90-	.00	.00	.00	4,984.90-
052- GROVE ST SIDEWALKS	252,073.17-	194.80	.00	.00	252,267.97-
053- ENVIR CONSTRAINTS	22,374.50-	1,562.50	.00	.00	23,937.00-
054- E. LINE ST BRIDGE	336.60	.00	.00	.00	336.60
055- JAY ST EXTENSION	504.92	.00	.00	.00	504.92
056- WYE RD EXTENSION	504.92	.00	.00	.00	504.92
057- SEIBU TO SCHL BIKE PATH	30,864.35-	607.50	.00	.00	31,471.85-
058- PINE TO PARK/STIP	17,250.00-	.00	.00	.00	17,250.00-
059- HANBY PAVEMENT PROJECT	1,012.00-	2,296.39	.00	.00	3,308.39-
099- DEBT SERVICE	.00	.00	.00	.00	.00
TOTALS	5,964,881.63	569,817.73	682,287.90	664.41-	6,076,687.39

STATEMENT OF BUDGETED REVENUES & EXPENDITURES COMPARED TO ACTUAL

002 SEWER FUND
PERIOD ENDING 11/30/09

	FINAL AMENDED BUDGET	***** ACTUAL ***** CURRENT PERIOD	YEAR TO DATE	OVER - UNDER BUDGET	% TO DATE
REVENUES					
39020 SEWER SERVICE COLLEC	710,000.00	45,831.00	414,130.44	295,869.56	58
39023 PENALTIES-SEWER SERV	5,000.00	2,010.19-	1,116.06-	6,116.06	22-
39024 SEWER PERMITS	.00	.00	.00	.00	0
39025 SEWER ASSESSMENT FEE	.00	.00	.00	.00	0
39030 REIMB. SMALL CLAIMS	.00	.00	24.00	24.00-	0
39040 INTEREST ON BANK DEP	21,500.00	.00	.00	21,500.00	0
39060 SEWER MISCELLANEOUS	17,000.00	.00	10,490.87	6,509.13	61
39070 REIM FRM WATER	.00	.00	.00	.00	0
39075 REIMB FROM ESCSD	.00	.00	.00	.00	0
39076 REIMB FRM FED/ST GRA	.00	.00	.00	.00	0
39077 REIMB FRM CAL TRANS	.00	.00	.00	.00	0
TOTAL REVENUES	<u>753,500.00</u>	<u>43,820.81</u>	<u>423,529.25</u>	<u>329,970.75</u>	<u>56</u>
EXPENDITURES					
051 SEWER					
51001 SALARIES-FULL TIME	232,000.00	21,096.60	105,284.10	126,715.90	45
51002 SALARIES/PART-TIME	5,200.00	128.38	2,105.29	3,094.71	40
51004 OVERTIME WAGES	500.00	46.37	115.93	384.07	23
51007 HEALTH INSURANCE	46,000.00	69.27	15,761.07	30,238.93	34
51008 DENTAL INSURANCE	5,200.00	408.71	2,007.37	3,192.63	38
51009 PERS EMPLOYEE/EMPLOY	62,000.00	5,635.07	27,739.08	34,260.92	44
51010 WORKERS COMPENSATION	23,000.00	2,104.85	10,457.84	12,542.16	45
51011 MEDICARE TAX	3,500.00	280.08	1,424.21	2,075.79	40
51013 PW-PART TIME SALARIE	.00	.00	.00	.00	0
51016 VEHICLE COMPENSATION	.00	.00	.00	.00	0
51017 FICA	400.00	7.96	105.36	294.64	26
51018 DUTY TIME	4,800.00	472.50	1,890.00	2,910.00	39
51022 P.A.R.S SYSTEM	58,000.00	5,328.66	26,308.85	31,691.15	45
51024 EMPLOYER COMP MATCH	7,300.00	561.00	2,804.50	4,495.50	38
51025 RETIREE HEALTH INSUR	35,000.00	.00	7,192.43	27,807.57	20
51043 DISABILITY INSURANCE	5,000.00	380.02	1,859.74	3,140.26	37
51046 OPEB/POST EMP BENEFI	27,000.00	3,960.96	19,846.80	7,153.20	73
52009 TRAINING	3,000.00	.00	2,449.32	550.68	81
52010 HEAT,LIGHT,POWER	24,800.00	2,067.86	7,752.69	17,047.31	31
52011 ADVERTISING/PRINTING	200.00	22.05	42.48	157.52	21
52012 OFFICE SUPPLIES,POST	3,600.00	102.70	753.07	2,846.93	20
52013 COMMUNICATIONS	4,080.00	116.56	1,049.92	3,030.08	25
52014 MEETINGS, TRAVEL, CO	2,000.00	136.98	136.98	1,863.02	6
52015 PROFESSIONAL/TECH. S	18,000.00	62.50	3,001.14	14,998.86	16
52017 WASTE FEES	1,230.00	106.80	500.60	729.40	40
52018 SPECIAL DEPT. SUPPLI	10,000.00	340.98	4,128.67	5,871.33	41
52019 MISC. DUES & SUBSCRI	620.00	.00	.00	620.00	0
53020 VEHICLE OPERATION	9,000.00	362.69	3,161.62	5,838.38	35
53021 SPECIAL EQUIP. OPERA	.00	3,799.50	3,799.50	3,799.50-	0
53022 OFFICE EQUIP. OPERAT	2,650.00	45.07	601.13	2,048.87	22
54023 BUILDING OPERATION	.00	.00	.00	.00	0
55023 EXP-SMALL CLAIMS	200.00	.00	24.00	176.00	12
55024 RENTALS-REFUNDS	.00	.00	.00	.00	0
55026 CONTRACT SERVICES	.00	.00	.00	.00	0

STATEMENT OF BUDGETED REVENUES & EXPENDITURES COMPARED TO ACTUAL

002 SEWER FUND
 PERIOD ENDING 11/30/09

	FINAL AMENDED BUDGET	***** ACTUAL ***** CURRENT PERIOD	YEAR TO DATE	OVER - UNDER BUDGET	% TO DATE
55027 TRANS TO FED/ST PROJ	.00	.00	.00	.00	0
56025 DEPRECIATION	.00	.00	.00	.00	0
56027 CAPITAL IMPROVEMENT	219,000.00	1,089.05-	18,750.09	200,249.91	8
56028 CAPITAL EQUIPMENT	5,600.00	1,685.69-	.00	5,600.00	0
56029 CAPITAL EQUIP. REPLA	.00	.00	.00	.00	0
56032 CAP EXP - COP PAYMEN	11,200.00	.00	5,557.50	5,642.50	49
56500 INTEREST	.00	.00	.00	.00	0
TOTAL SEWER	<u>830,080.00</u>	<u>44,869.38</u>	<u>276,611.28</u>	<u>553,468.72</u>	<u>33</u>
TOTAL EXPENDITURES	<u>830,080.00</u>	<u>44,869.38</u>	<u>276,611.28</u>	<u>553,468.72</u>	<u>33</u>
NET REV & EXPENDITURE	<u>76,580.00-</u>	<u>1,048.57-</u>	<u>146,917.97</u>	<u>223,497.97-</u>	<u>191-</u>
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STATEMENT OF BUDGETED REVENUES & EXPENDITURES COMPARED TO ACTUAL

004 WATER FUND
PERIOD ENDING 11/30/09

	FINAL AMENDED BUDGET	***** ACTUAL ***** CURRENT PERIOD	***** YEAR TO DATE	OVER - UNDER BUDGET	% TO DATE
REVENUES					
39010 ESCSD/POLETA PROJECT	.00	.00	.00	.00	0
39012 WATER SERVICE COLLEC	1,147,000.00	73,365.21	662,970.13	484,029.87	57
39013 PENALTIES-WATER SERV	6,000.00	3,216.28-	1,752.28-	7,752.28	29-
39014 REIMB SMALL CLAIMS	.00	.00	24.00	24.00-	0
39015 INTEREST ON BANK DEP	45,000.00	.00	.00	45,000.00	0
39016 WATER PERMITS	.00	.00	.00	.00	0
39017 WATER MISCELLANEOUS	2,000.00	150.00	3,167.47	1,167.47-	158
39018 REIMB FRM FED/ST GRA	.00	.00	.00	.00	0
39019 WATER ASSESSMENT FEE	.00	.00	.00	.00	0
39026 REIMB FRM CAL TRANS	.00	.00	.00	.00	0
TOTAL REVENUES	1,200,000.00	70,298.93	664,409.32	535,590.68	55

EXPENDITURES

050 WATER

51001 SALARIES-FULL TIME	243,000.00	21,112.22	105,362.20	137,637.80	43
51002 SALARIES/PART-TIME	5,200.00	113.13	2,044.34	3,155.66	39
51004 OVERTIME WAGES	2,000.00	.00	1,254.96	745.04	62
51007 HEALTH INSURANCE	48,000.00	68.15	15,864.80	32,135.20	33
51008 DENTAL INSURANCE	5,200.00	398.02	2,036.97	3,163.03	39
51009 PERS EMPLOYEE/EMPLOY	64,000.00	5,638.96	27,758.60	36,241.40	43
51010 WORKERS COMPENSATION	21,000.00	2,063.65	10,543.32	10,456.68	50
51011 MEDICARE TAX	4,000.00	280.13	1,439.41	2,560.59	35
51013 PW-PART TIME SALARIE	.00	.00	.00	.00	0
51016 VEHICLE COMPENSATION	.00	.00	.00	.00	0
51017 FICA	400.00	7.02	101.61	298.39	25
51018 DUTY TIME	4,500.00	236.25	1,653.75	2,846.25	36
51022 P.A.R.S SYSTEM	66,000.00	5,322.48	26,297.95	39,702.05	39
51025 RETIREE HEALTH INSUR	35,000.00	.00	7,192.43	27,807.57	20
51042 UNEMPLOYMENT INS.	.00	.00	.00	.00	0
51043 DISABILITY INSURANCE	7,500.00	370.54	1,895.81	5,604.19	25
51046 OPEB/POST EMP BENEFI	30,000.00	.00	.00	30,000.00	0
52009 TRAINING	3,800.00	571.90	571.90	3,228.10	15
52010 HEAT,LIGHT,POWER	57,800.00	2,856.68	24,647.65	33,152.35	42
52011 ADVERTISING/PRINTING	300.00	22.05	42.48	257.52	14
52012 OFFICE SUPPLIES,POST	4,200.00	306.10	1,313.77	2,886.23	31
52013 COMMUNICATIONS	7,920.00	782.08	3,483.72	4,436.28	43
52014 MEETINGS, TRAVEL, CO	2,000.00	.00	.00	2,000.00	0
52015 PROFESSIONAL/TECH. S	25,170.00	252.50	9,319.72	15,850.28	37
52017 WASTE FEES	280.00	6.00	47.00	233.00	16
52018 SPECIAL DEPT. SUPPLI	16,200.00	294.27	5,369.12	10,830.88	33
52019 MISC. DUES & SUBSCRI	795.00	.00	189.00	606.00	23
53020 VEHICLE OPERATION	9,000.00	404.65	2,224.24	6,775.76	24
53022 OFFICE EQUIP. OPERAT	2,650.00	45.07	409.35	2,240.65	15
54023 BUILDING OPERATION	.00	.00	.00	.00	0
55023 EXP-SMALL CLAIMS	200.00	.00	24.00	176.00	12
55024 RENTALS-REFUNDS	1,200.00	.00	.00	1,200.00	0
55027 TRANS TO FED/ST PROJ	.00	.00	.00	.00	0
55040 LITIGATION SERVICES	.00	.00	.00	.00	0
56025 DEPRECIATION	.00	.00	.00	.00	0

STATEMENT OF BUDGETED REVENUES & EXPENDITURES COMPARED TO ACTUAL

004 WATER FUND
 PERIOD ENDING 11/30/09

	FINAL AMENDED BUDGET	***** ACTUAL ***** CURRENT PERIOD	***** YEAR TO DATE	OVER - UNDER BUDGET	% TO DATE
56027 CAPITAL IMPROVEMENT	799,000.00	504.74	291,545.03	507,454.97	36
56028 CAPITAL EQUIPMENT	.00	.00	.00	.00	0
56029 CAPITAL EQUIP. REPLA	.00	.00	.00	.00	0
56030 LOAN PAYMENT SET ASI	43,000.00	.00	21,095.78	21,904.22	49
56032 CAP EXP - COP PAYMEN	11,200.00	.00	5,557.50	5,642.50	49
56500 INTEREST	.00	.00	.00	.00	0
TOTAL WATER	<u>1,520,515.00</u>	<u>41,656.59</u>	<u>569,286.41</u>	<u>951,228.59</u>	<u>37</u>
TOTAL EXPENDITURES	<u>1,520,515.00</u>	<u>41,656.59</u>	<u>569,286.41</u>	<u>951,228.59</u>	<u>37</u>
NET REV & EXPENDITURE	320,515.00-	28,642.34	95,122.91	415,637.91-	29-
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CITY OF BISHOP
PUBLIC BUDGET ACCOUNTING
BREAKDOWN OF TOTAL CASH BALANCES
FOR THE MONTH OF DECEMBER

	BEGINNING BALANCE	EXPENDITURES	RECEIPTS	TRANSFERS DEBITS-CREDITS	ENDING BALANCE
035- MAC IVER ST EXT/STIP&TE	44,128.91-	.00	.00	.00	44,128.91-
036- HWY 6 & WYE RD	886,401.62	.44	.00	.00	886,401.18
037- HOME FUNDS/WILLOW ST	.00	.00	.00	.00	.00
038- MACIVR/IMACA CDBG-1951	.00	.00	.00	.00	.00
039- GIS/GRANTS	5,020.82	.00	.00	.00	5,020.82
040- PVMNT HGNT PLAN PHASE	.00	.00	.00	.00	.00
041- PAVEMNT MNGMT PLAN 2	.00	.00	.00	.00	.00
042- PED GRANT/BOSSE/CA0082	48,601.89	768.00	.00	.00	47,833.89
043- ROAD PROJECT A	32,694.16-	.00	.00	.00	32,694.16-
046- SNEEDN IMPROVEMENTS	15,905.61-	1,164.00	.00	.00	17,069.61-
047- SOUTH SECOND IMPROV	50,354.54-	.00	.00	.00	50,354.54-
048- N WARREN IMPROVEMENTS	.00	.00	.00	.00	.00
049- W. PINE IMPROVEMENTS	18,532.75-	97.00	.00	.00	18,629.75-
050- BUS PULLOUTS	4,984.90-	.00	.00	.00	4,984.90-
052- GROVE ST SIDEWALKS	252,267.97-	904.30	.00	.00	253,172.27-
053- ENVIR CONSTRAINTS	23,937.00-	.00	.00	.00	23,937.00-
054- E. LINE ST BRIDGE	336.60	135.00	.00	.00	201.60
055- JAY ST EXTENSION	504.92	202.50	.00	.00	302.42
056- WYE RD EXTENSION	504.92	202.50	.00	.00	302.42
057- SEIBU TO SCHL BIKE PATH	31,471.85-	405.00	.00	.00	31,876.85-
058- PINE TO PARK/STIP	17,250.00-	.00	.00	.00	17,250.00-
059- HANBY PAVEMENT PROJECT	3,308.39-	18,556.94	.00	.00	21,865.33-
099- DEBT SERVICE	.00	.00	.00	.00	.00
TOTALS	6,076,687.39	685,476.90	982,646.22	1,975.58-	6,371,861.13

(515,157)

CITY OF BISHOP
PUBLIC BUDGET ACCOUNTING
BREAKDOWN OF TOTAL CASH BALANCES
FOR THE MONTH OF DECEMBER

	BEGINNING BALANCE	EXPENDITURES	RECEIPTS	TRANSFERS DEBITS-CREDITS	ENDING BALANCE
001- GENERAL FUND	3,037,976.06	496,438.23	809,095.26	594.10-	3,350,038.99
002- SEWER FUND	632,797.01	69,848.89	47,014.53	.00	609,962.65
003- GAS TAX	29,586.99	6,905.59	.00	.00	22,681.40
004- WATER FUND	1,428,260.40	52,981.92	70,472.64	30.00-	1,445,721.12
007- LOCAL TRANSPORTATION	.00	.00	.00	.00	.00
008- BOND AND TRUST FUND	1,797.98-	.00	49.55	.00	1,748.43-
009- TRAFFIC SAFETY	1,453.31-	.00	.00	.00	1,453.31-
010- TUT MEASURE A	257,080.19	19,570.56	48,999.29	.00	285,908.92
012- SUNRISE MHP	192,903.61	4,979.32	7,614.95	1,351.48-	194,187.76
013- GENERAL FIXED ASSETS	.00	.00	.00	.00	.00
014- REDEVELOPMENT FUND	755.05-	.00	.00	.00	755.05-
015- WATER IMPROVEMENT	.00	.00	.00	.00	.00
017- GENERAL LONG TERM DEBT	.00	.00	.00	.00	.00
018- STORE FRONT GRANT	.00	.00	.00	.00	.00
019- DEFERRED COMPENSATION	.00	.00	.00	.00	.00
020- DARE PROGRAM	.00	.00	.00	.00	.00
021- CANINE DONATION	23,560.83	3,910.26	.00	.00	19,650.57
022- SPRUCE STREET EXTENSION	.00	.00	.00	.00	.00
024- WYE ROAD H.E.S PROJECT	.00	.00	.00	.00	.00
026- PIONEER LANE PROJECT	.00	.00	.00	.00	.00
027- PARK AVE PROJECT	.00	.00	.00	.00	.00
028- WYE ROAD PROJECT	.00	.00	.00	.00	.00
029- HOME STREET PROJECT	.00	.00	.00	.00	.00
032- CLEEPS/ENF&EQUIP PRGRM	.00	.00	.00	.00	.00
033- COBS	31,993.95	8,406.45	.00	.00	23,587.50
034- SAFE ROUTE TO SCHOOLS	.00	.00	.00	.00	.00

STATEMENT OF BUDGETED REVENUES & EXPENDITURES COMPARED TO ACTUAL

002 SEWER FUND
 PERIOD ENDING 12/31/09

	FINAL AMENDED BUDGET	***** ACTUAL ***** CURRENT PERIOD	***** YEAR TO DATE	OVER - UNDER BUDGET	% TO DATE
REVENUES					
39020 SEWER SERVICE COLLEC	710,000.00	43,797.07	457,927.51	252,072.49	64
39023 PENALTIES-SEWER SERV	5,000.00	243.17	872.89-	5,872.89	17-
39024 SEWER PERMITS	.00	.00	.00	.00	0
39025 SEWER ASSESSMENT FEE	.00	.00	.00	.00	0
39030 REIMB. SMALL CLAIMS	.00	.00	24.00	24.00-	0
39040 INTEREST ON BANK DEP	21,500.00	.00	.00	21,500.00	0
39060 SEWER MISCELLANEOUS	17,000.00	2,974.29	13,465.16	3,534.84	79
39070 REIM FRM WATER	.00	.00	.00	.00	0
39075 REIMB FROM ESCSD	.00	.00	.00	.00	0
39076 REIMB FRM FED/ST GRA	.00	.00	.00	.00	0
39077 REIMB FRM CAL TRANS	.00	.00	.00	.00	0
TOTAL REVENUES	753,500.00	47,014.53	470,543.78	282,956.22	62

EXPENDITURES

051 SEWER

51001 SALARIES-FULL TIME	232,000.00	21,197.40	126,481.50	105,518.50	54
51002 SALARIES/PART-TIME	5,200.00	83.88	2,189.17	3,010.83	42
51004 OVERTIME WAGES	500.00	672.37	788.30	288.30-	157
51007 HEALTH INSURANCE	46,000.00	1,990.21	17,751.28	28,248.72	38
51008 DENTAL INSURANCE	5,200.00	398.69	2,406.06	2,793.94	46
51009 PERS EMPLOYEE/EMPLOY	62,000.00	5,661.65	33,400.73	28,599.27	53
51010 WORKERS COMPENSATION	23,000.00	2,154.43	12,612.27	10,387.73	54
51011 MEDICARE TAX	3,500.00	280.90	1,705.11	1,794.89	48
51013 PW-PART TIME SALARIE	.00	.00	.00	.00	0
51016 VEHICLE COMPENSATION	.00	.00	.00	.00	0
51017 FICA	400.00	5.20	110.56	289.44	27
51018 DUTY TIME	4,800.00	236.25	2,126.25	2,673.75	44
51022 P.A.R.S SYSTEM	58,000.00	5,353.34	31,662.19	26,337.81	54
51024 EMPLOYER COMP MATCH	7,300.00	561.00	3,365.50	3,934.50	46
51025 RETIREE HEALTH INSUR	35,000.00	2,366.98	9,559.41	25,440.59	27
51043 DISABILITY INSURANCE	5,000.00	371.11	2,230.85	2,769.15	44
51046 OPEB/POST EMP BENEFI	27,000.00	4,001.28	23,848.08	3,151.92	88
52009 TRAINING	3,000.00	191.66	2,640.98	359.02	88
52010 HEAT,LIGHT,POWER	24,800.00	2,678.88	10,431.57	14,368.43	42
52011 ADVERTISING/PRINTING	200.00	7.68	50.16	149.84	25
52012 OFFICE SUPPLIES,POST	3,600.00	420.89	1,173.96	2,426.04	32
52013 COMMUNICATIONS	4,080.00	505.28	1,555.20	2,524.80	38
52014 MEETINGS, TRAVEL, CO	2,000.00	.00	136.98	1,863.02	6
52015 PROFESSIONAL/TECH. S	18,000.00	1,137.50	4,138.64	13,861.36	22
52017 WASTE FEES	1,230.00	100.80	601.40	628.60	48
52018 SPECIAL DEPT. SUPPLI	10,000.00	2,486.13	6,614.80	3,385.20	66
52019 MISC. DUES & SUBSCRI	620.00	.00	.00	620.00	0
53020 VEHICLE OPERATION	9,000.00	699.07	3,860.69	5,139.31	42
53021 SPECIAL EQUIP. OPERA	5,600.00	.00	3,799.50	1,800.50	67
53022 OFFICE EQUIP. OPERAT	2,650.00	101.02	702.15	1,947.85	26
54023 BUILDING OPERATION	.00	.00	.00	.00	0
55023 EXP-SMALL CLAIMS	200.00	.00	24.00	176.00	12
55024 RENTALS-REFUNDS	.00	.00	.00	.00	0
55026 CONTRACT SERVICES	.00	.00	.00	.00	0

STATEMENT OF BUDGETED REVENUES & EXPENDITURES COMPARED TO ACTUAL

002 SEWER FUND
 PERIOD ENDING 12/31/09

	FINAL AMENDED BUDGET	***** ACTUAL ***** CURRENT PERIOD	YEAR TO DATE	OVER - UNDER BUDGET	% TO DATE
55027 TRANS TO FED/ST PROJ	.00	.00	.00	.00	0
56025 DEPRECIATION	.00	.00	.00	.00	0
56027 CAPITAL IMPROVEMENT	219,000.00	16,185.29	34,935.38	184,064.62	15
56028 CAPITAL EQUIPMENT	8,000.00	.00	.00	8,000.00	0
56029 CAPITAL EQUIP. REPLA	.00	.00	.00	.00	0
56032 CAP EXP - COP PAYMEN	11,200.00	.00	5,557.50	5,642.50	49
56500 INTEREST	.00	.00	.00	.00	0
TOTAL SEWER	<u>838,080.00</u>	<u>69,848.89</u>	<u>346,460.17</u>	<u>491,619.83</u>	<u>41</u>
TOTAL EXPENDITURES	<u>838,080.00</u>	<u>69,848.89</u>	<u>346,460.17</u>	<u>491,619.83</u>	<u>41</u>
NET REV & EXPENDITURE	84,580.00-	22,834.36-	124,083.61	208,663.61-	146-
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STATEMENT OF BUDGETED REVENUES & EXPENDITURES COMPARED TO ACTUAL

004 WATER FUND
PERIOD ENDING 12/31/09

	FINAL AMENDED BUDGET	***** ACTUAL ***** CURRENT PERIOD	YEAR TO DATE	OVER - UNDER BUDGET	% TO DATE
REVENUES					
39010 ESCSD/POLETA PROJECT	.00	.00	.00	.00	0
39012 WATER SERVICE COLLEC	1,147,000.00	70,074.57	733,044.70	413,955.30	63
39013 PENALTIES-WATER SERV	6,000.00	389.07	1,363.21-	7,363.21	22-
39014 REIMB SMALL CLAIMS	.00	.00	24.00	24.00-	0
39015 INTEREST ON BANK DEP	45,000.00	.00	.00	45,000.00	0
39016 WATER PERMITS	.00	.00	.00	.00	0
39017 WATER MISCELLANEOUS	2,000.00	9.00	3,176.47	1,176.47-	158
39018 REIMB FRM FED/ST GRA	.00	.00	.00	.00	0
39019 WATER ASSESSMENT FEE	.00	.00	.00	.00	0
39026 REIMB FRM CAL TRANS	.00	.00	.00	.00	0
TOTAL REVENUES	<u>1,200,000.00</u>	<u>70,472.64</u>	<u>734,881.96</u>	<u>465,118.04</u>	<u>61</u>
EXPENDITURES					
050 WATER					
51001 SALARIES-FULL TIME	243,000.00	21,213.02	126,575.22	116,424.78	52
51002 SALARIES/PART-TIME	5,200.00	68.63	2,112.97	3,087.03	40
51004 OVERTIME WAGES	2,000.00	983.54	2,238.50	238.50-	111
51007 HEALTH INSURANCE	48,000.00	2,078.95	17,943.75	30,056.25	37
51008 DENTAL INSURANCE	5,200.00	411.94	2,448.91	2,751.09	47
51009 PERS EMPLOYEE/EMPLOY	64,000.00	5,665.60	33,424.20	30,575.80	52
51010 WORKERS COMPENSATION	21,000.00	2,217.65	12,760.97	8,239.03	60
51011 MEDICARE TAX	4,000.00	298.61	1,738.02	2,261.98	43
51013 PW-PART TIME SALARIE	.00	.00	.00	.00	0
51016 VEHICLE COMPENSATION	.00	.00	.00	.00	0
51017 FICA	400.00	4.25	105.86	294.14	26
51018 DUTY TIME	4,500.00	472.50	2,126.25	2,373.75	47
51022 P.A.R.S SYSTEM	66,000.00	5,347.18	31,645.13	34,354.87	47
51025 RETIREE HEALTH INSUR	35,000.00	2,366.98	9,559.41	25,440.59	27
51042 UNEMPLOYMENT INS.	.00	.00	.00	.00	0
51043 DISABILITY INSURANCE	7,500.00	387.32	2,283.13	5,216.87	30
51046 OPEB/POST EMP BENEFI	30,000.00	.00	.00	30,000.00	0
52009 TRAINING	3,800.00	246.66	818.56	2,981.44	21
52010 HEAT,LIGHT,POWER	57,800.00	2,314.88	26,962.53	30,837.47	46
52011 ADVERTISING/PRINTING	300.00	51.79	94.27	205.73	31
52012 OFFICE SUPPLIES,POST	4,200.00	431.18	1,744.95	2,455.05	41
52013 COMMUNICATIONS	7,920.00	731.78	4,215.50	3,704.50	53
52014 MEETINGS, TRAVEL, CO	2,000.00	.00	.00	2,000.00	0
52015 PROFESSIONAL/TECH. S	25,170.00	477.50	9,797.22	15,372.78	38
52017 WASTE FEES	280.00	.00	47.00	233.00	16
52018 SPECIAL DEPT. SUPPLI	16,200.00	3,415.15	8,784.27	7,415.73	54
52019 MISC. DUES & SUBSCRI	795.00	120.00	309.00	486.00	38
53020 VEHICLE OPERATION	9,000.00	465.75	2,689.99	6,310.01	29
53022 OFFICE EQUIP. OPERAT	2,650.00	53.07	462.42	2,187.58	17
54023 BUILDING OPERATION	.00	.00	.00	.00	0
55023 EXP-SMALL CLAIMS	200.00	.00	24.00	176.00	12
55024 RENTALS-REFUNDS	1,200.00	.00	.00	1,200.00	0
55027 TRANS TO FED/ST PROJ	.00	.00	.00	.00	0
55040 LITIGATION SERVICES	.00	.00	.00	.00	0
56025 DEPRECIATION	.00	.00	.00	.00	0

STATEMENT OF BUDGETED REVENUES & EXPENDITURES COMPARED TO ACTUAL

004 WATER FUND
 PERIOD ENDING 12/31/09

	FINAL AMENDED BUDGET	***** ACTUAL ***** CURRENT PERIOD	YEAR TO DATE	OVER - UNDER BUDGET	% TO DATE
56027 CAPITAL IMPROVEMENT	799,000.00	3,187.99	294,733.02	504,266.98	36
56028 CAPITAL EQUIPMENT	8,000.00	.00	.00	8,000.00	0
56029 CAPITAL EQUIP. REPLA	.00	.00	.00	.00	0
56030 LOAN PAYMENT SET ASI	43,000.00	.00	21,095.78	21,904.22	49
56032 CAP EXP - COP PAYMEN	11,200.00	.00	5,557.50	5,642.50	49
56500 INTEREST	.00	.00	.00	.00	0
TOTAL WATER	<u>1,528,515.00</u>	<u>53,011.92</u>	<u>622,298.33</u>	<u>906,216.67</u>	<u>40</u>
TOTAL EXPENDITURES	<u>1,528,515.00</u>	<u>53,011.92</u>	<u>622,298.33</u>	<u>906,216.67</u>	<u>40</u>
NET REV & EXPENDITURE	<u>328,515.00-</u>	<u>17,460.72</u>	<u>112,583.63</u>	<u>441,098.63-</u>	<u>34-</u>
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CITY OF BISHOP

377 West Line Street - Bishop, California 93514
Post Office Box 1236 - Bishop, California 93515
760-873-8458 publicworks@ca-bishop.us
www.ca-bishop.us

Public Works Report

November 2009

Water

1. Flushed and flow tested all fire hydrants.
2. Attended new Ground Water Rule overview webinar.
3. Selected ECO:LOGIC as the contractor to design and build a SCADA system for the city's water system. We will begin negotiations with them in early December.
4. Repaired water leak on 2 inch service under South Main Street at the California Highway Patrol office.
5. Installed new 1 inch water service and meter at 168 Short Street. The meter was installed to provide water use data for a trailer park.
6. Potholed fire hydrants at Lagoon and South Warren, and West Pine and Hammond Streets for future replacement.
7. Performed grounds maintenance at Well 2.
8. Took monthly readings of all water meters.
9. Took routine bacteria samples.
10. Continued to work with Eco-Logic on rate study.
11. Participated in Bishop Water and Sewer Commission meeting.
12. Marked fire hydrant locations for Hanby Utilities project.
13. Worked with City Attorney and City Administrator to determine best contracting strategy for project to replace water line on a portion of Schley Street.

Sewer

1. Transported sewer camera to Ontario, California to have repairs completed by dealer.
2. Removed all hardware in south clarifier in preparation of new parts.
3. Performed grounds maintenance at the Waste Water Treatment Plant.
4. Installed new light standard and light at the treatment plant.

5. Removed mechanical bar screen from channel and performed annual cleaning and maintenance to it.
6. Repaired sewer lateral at 286 Sneden Street.
7. Replaced sump pump in grit drying beds.
8. Made routine inspections of grease interceptors.
9. Generated a No Spill Certification for the state and reported the same.
10. Performed routine main line cleaning in trouble areas.
11. Placed soil spoils from the Grove Street project in low areas of the 40 acre pasture.
12. Completed study on the feasibility of a sewer intertie with the Eastern Sierra Community Services District.

Streets

1. Removed 21 feet of loading zone on Lagoon Street.
2. Repaired and or replaced various street signs.
3. Patched Potholes and gutters where needed.
4. Serviced hand tools and small motors.
5. Replaced 6 inch suction hose on Vaccon Truck.
6. Swept city streets and alleys.
7. Continued work with consultants on plans and environmental documents for future street projects.
8. Met with R. O. Anderson concerning strategy for Pine to Park path project.
9. Attended speed limit workshop.
10. Participated in Inyo Local Transportation Commission meeting.
11. Collaborated with Police, Fire, residents, and owners concerning alley between Willow and May streets near Bush Street. Concluded that, for law enforcement purposes, alley should remain open to vehicles and remain public.
12. Continued work on Mac Iver Street Lights project.
13. Worked on delivery of Hanby Pavement Reconstruction economic stimulus project.

14. Worked with Enplan to reflect Grove Street improvements in city Geographic Information system.
15. Coordinated with Caltrans on strategy to relocate United States Postal Service box on South Main Street.

Miscellaneous

1. Made minor repairs and performed maintenance to light trucks and heavy equipment.
2. Provided weekly safety meetings for public works crew.
3. Entire crew attended fire extinguisher training provided by Fire Chief.
4. Participated in water management plan teleconference.
5. Met with Los Angeles Department of Water and Power staff regarding potential construction of new offices and related facilities in Bishop.
6. Met with Police Department to discuss possible GIS grant opportunities.
7. Participated in contractors "fair".
8. Participated in contracts course put on by the California Joint Powers Insurance Authority.
9. Participated in Rural Counties Task Force teleconference.
10. Requested bids for replacement of Public Works Supervisor's vehicle.